

9.0 FORMS AND DOCUMENTS

9.1 ASC X12 FORMS

In this chapter, applicable ASC X12 forms are presented for information. The Standards Management Committee will use these formats to submit data maintenance as required.

9.2 ASC X12 DOCUMENT(S)

The following document contains a brief introduction to Electronic Data Interchange (EDI) and lists various other publications used by the ASC X12 standards community:

Data Interchange Standard 1994 Publications Catalog, Incorporating Introduction to EDI

Rev. 9/14/92

ASC X12 WORK REQUEST FORM

SUBMITTER INSTRUCTIONS

NOTE: ALL REQUESTS MUST BE TYPED OR PRINTED LEGIBLY IN BLACK INK. INCOMPLETE OR ILLEGIBLE WORK REQUESTS WILL BE RETURNED TO THE SUBMITTER.

Submit completed forms to: Technical Department, ASC X12 Secretariat, Data Interchange Standards Association, Inc., 1800 Diagonal Road, Suite 355, Alexandria, VA 22314-2852 or FAX (703) 548-5738. Submitters are notified of the status of the work request after it has been reviewed by X12J Technical Assessment Subcommittee.

1. TO USE THIS FORM TO REQUEST A CHANGE TO AN EXISTING STANDARD(S), use ONE Work Request (WR) Form to list all changes needed to meet one BUSINESS REASON. Otherwise use multiple forms. If more space is necessary, numbered attachments may be used for continuation.

2. TO USE THIS FORM FOR SUPPORTING DATA MAINTENANCE FOR A NEW DRAFT STANDARD, list all information on ONE form; use attachments as necessary. List first all new segments, then all new data elements/codes/code sources. Then list revisions to existing segments and data elements/codes/code sources; provide a business case for revisions to existing standards. Then list any others changes needed (e.g., X12.5, X12.6), including justification.

3. TO USE THIS FORM TO REQUEST A PROPOSED NEW X12 STANDARDS PROJECT, provide the business need and justification for the new project in Part D. The WR will be referred to an X12 subcommittee for analysis.

ADDITIONAL INFORMATION FOR COMPLETING THIS FORM:

PART A: SUBMITTER INFORMATION: The WR may represent the position of an individual, industry group, work group, X12 subgroup, etc. If the WR represents the position of an X12 subcommittee-related work group, the subcommittee chair must initial the WR.

PART B: REFERENCE USED: Indicate the version/release or edition of the standard you are using as a reference.

PART C: RAMIFICATIONS: List affected transaction sets, segments and data elements, or other standards. For a control standard, name the affected page and section number.

PART D: BUSINESS CASE/REASON FOR CHANGE: Provide a complete scenario that describes the business function/operation that will be satisfied by a change to the standard. Be specific, because this information will appear in the X12 membership ballot package and will be the only information that members have on which to base their vote. X12J Technical Assessment Subcommittee requires enough information to be able to propose an alternate solution to the one provided, if necessary.

PART E: PROPOSED WORK: List the specific changes being requested. Give the names and associated identifiers of the standards segments, data elements and codes affected by the changes. Definitions for new codes and for industry-specific terms must be complete. For new codes, provide a proposed code and a code definition. RULES: (1) Acronyms/abbreviations cannot be added to the standards – they must be spelled out. (2) Provide an expanded code definition for each code that is not completely self explanatory, that is, terms that are not in general business use or that are industry specific. (3) Provide code source references for all externally published (non-X12) code lists cited (use the Form for New or Revised Code Source Reference, page 2 of the form).

Rev. 9/14/92

Date Submitted _____
(Submitter Provide)

DM NUMBER _____
(Secretariat Only)

ASC X12

WORK REQUEST FORM

A: SUBMITTER INFORMATION:

Submitter Name _____ Company _____
Address _____ Address/ZIP _____ ZIP+4 _____
Phone _____

Submission represents the position of: _____ SC Chair Initials _____

B: REFERENCE USED: Version _____/Release _____/Subrelease _____ or Workbook (date) _____

C: RAMIFICATIONS:

Transaction Set(s) Used _____
Segment(s) Affected _____
Data Elements Affected _____
Other Standard(s) _____

D: BUSINESS CASE/REASON FOR CHANGE:

E: PROPOSED WORK:

Rev. 9/14/92

WR Form Page Two

DM NUMBER _____

(Secretariat Only)

FORM FOR NEW OR REVISED CODE SOURCE REFERENCE FOR X12.3 DATA ELEMENT DICTIONARY

INSTRUCTIONS: Complete this form whenever a new data element or data element code is requested to be added to Appendix A of *X12.3 Data Element Dictionary*, which references a code list published by an organization external to X12. Use one form for each new reference. This form may be used to revise current reference; fill out the appropriate areas below.

PART 1: REFERENCE Circle 1 or 2 below. If 2, fill in the blank.

(1) NEW REFERENCE

(2) REVISED REFERENCE, Current reference number/name _____

PART 2: REFERENCE TITLE If there is only one source for codes for the data element, the title should be the same as the data element name. If there are multiple codes referencing external code sources for the same data element, title should approximate the code definition.

REFERENCE TITLE: _____

PART 3: DATA ELEMENTS USED IN Give the data element number and name which directs the user to this code source. Give the code ID (if assigned) if this is for a specific code of the data element.

USED IN: DE No. _____, Code ID _____

PART 4: SOURCE Provide the name of the publication which contains the codes referenced.

PUBLISHED IN: _____

PART 5: AVAILABLE FROM Give the publisher, or other contact, from whom the user can obtain the document.

AVAILABLE:	Name/Attn of	_____
	Company	_____
	Address	_____
	Address	_____
	Address/ZIP	_____/ZIP+4 _____

PART 6: ABSTRACT Briefly describe the publication, its purpose, and indicate what codes it contains.

ABSTRACT: _____

